

iLC 101 - An overview of the iLC

What will the iLC do for me?

- Allow you access to documents such as User's Manuals, quick training guides, and so on.
- Allow you to take video-based training courses, each with an exam.
- Provide you the exam scores of your employees, emailed directly to you.

These services are available free, 24 hours per day, 7 days per week, from *anywhere* there is a high-speed Internet connection (no need to have the iGo Figure software installed).

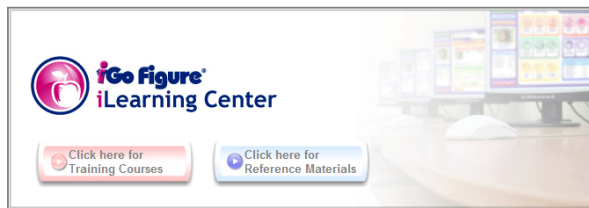
How do I access the iLearning Center?

1. Go to www.igofigure.com.
2. Click on the Training tab.
3. Under the iLearning Center, click the words **Start Now!**

You will see the iLearning Center main screen:

Welcome to the iLearning Center

The iLC is designed for use with the latest version of Microsoft Internet Explorer or Mozilla Firefox.

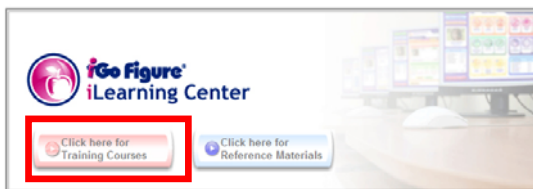


How do I get to the training courses?

1. Follow the instructions above to access the iLearning Center.
2. Click where it says **Click here for Training Courses**:

Welcome to the iLearning Center

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3. At the top half of the screen, you will see the training course for new Go Figure customers in English, German, French and Italian:



4. At the bottom half of the screen, you will see additional courses that are available.

How do I take a particular course?

1. To take a course, begin by clicking on its name. You will see all the parts that make up that course. Take a look at the sample below for the New User course:



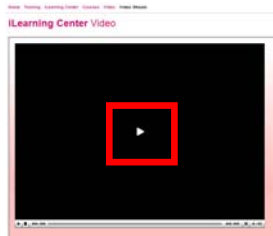
2. To take the first part, simply click on it. You will be asked if you want a certificate of completion, or if you just want to start the video.
3. You will next be asked if you want to stream the video, or download it. Here is the difference:

Stream: The video will appear directly on your computer. The video will begin playing almost immediately. However, if you have a slow or unreliable Internet connection, the streaming will not work very well.

Download: The video will be downloaded and saved on your hard drive in its entirety (as a

.wmv file). You can then play it at any time you want, using any compatible player. If you have a slow or unreliable Internet connection, you may want to download the files completely before you watch them.

Hint: If your video does not start playing right away, click the "Play" icon in the middle of the display:

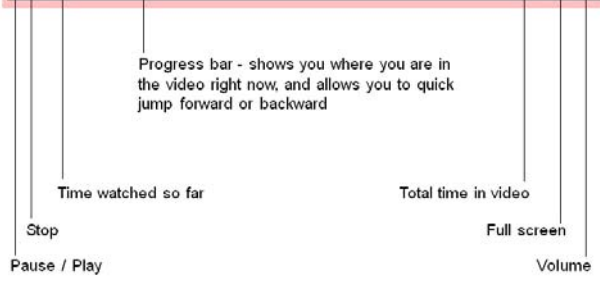


How do I download the Summary?

For any open course, click on the word **Summary** at the left side:

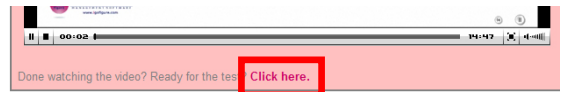


Utilizing the playback controls



How do I take a test?

1. After you have finished watching a streaming video, click on the link underneath to take the test:



2. Or, you can click the **Take Test** button directly from the iLC control menu:



3. Fill out the requested information so you can receive a certificate, and a copy of your exam results by email.
4. Answer each question and click **Next**.

How can I view my employees' exam scores?

1. Have your employee follow the steps in this guide in order to take training classes.
2. When the employee takes the test for a class, be sure they enter *your* email address also.
3. Their exam scores will be emailed to you directly from Go Figure.

How do I access documents?

1. Follow the instructions at the beginning of this document to access the iLearning Center.
2. Click where it says **Click here for Reference Materials**.
3. Click on a category of documents.
4. Click on a document to download it.

Note: Documents may be opened, or saved to your computer as a PDF file. You will need Adobe Acrobat Reader to view these files.

How do I leave feedback, or get help?

Please click the button marked "Got Questions? Have Feedback?", or call Go Figure and follow the voice prompts for the Training Department.